

# Retention and Classification Report

**Agency:** Cannonville (Utah) (139)

Community Center  
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**Records Officer** Tom Shakespeare

24368	Audits
24366	Council minutes
24367	Ordinances
24394	Water studies and plans

**AGENCY:** Cannonville (Utah)

**SERIES:** 24368

3

**TITLE:** Audits

**DATES:** 1975-1984; 1994-1995; 1998; 2000-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 09/03/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Cannonville (Utah)

**SERIES:** 24368

**TITLE:** Audits

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cannonville (Utah)

**SERIES:** 24366

3

**TITLE:** Council minutes

**DATES:** 1938-1976; 1978-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 09/03/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Cannonville (Utah)

**SERIES:** 24366

**TITLE:** Council minutes

(continued)

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**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cannonville (Utah)

**SERIES:** 24367

3

**TITLE:** Ordinances

**DATES:** 1949-1996; 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 09/03/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Cannonville (Utah)

**SERIES:** 24367

**TITLE:** Ordinances

(continued)

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**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cannonville (Utah)

**SERIES:** 24394

3

**TITLE:** Water studies and plans

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are research based reports completed by outside consultants on specific water problems or conditions. These reports include recommendations and may be an extension of the master plan. They include the following reports: Cannonville Town Culinary water study (October 1998), Cannonville Town wastewater study (December 1998), Cannonville municipal water system source protection plan (January 1999), Cannonville Town Wastewater study (May 1999), Cannonville Town water management technical and financial plan (July 1999), and the Municipal water system preliminary evaluation report (2000).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

**AUTHORIZED:** 09/06/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Cannonville (Utah)

**SERIES:** 24394

**TITLE:** Water studies and plans

(continued)

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**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public